THEC

Off-Campus Site/Center Submission Portal Checklists
Tennessee Colleges of Applied Technology (TCAT's)
Establishment of a New Off-Campus Site, Instructional Service Center, Extension/Branch Campus

Pursuant to T.C.A. §49-7-202(q)(3), the Tennessee Higher Education Commission (THEC) is to review and approve or disapprove all proposals for off-campus locations at public institutions, including the community colleges and universities and Tennessee Colleges of Applied Technology (TCATs). The following items must be included in all Off-Campus approval form.

Off Campus Site/Center Submission Checklist

Off-Campus Form Type (Required) - Select either "Off-Campus Site", "Instructional Service Center", "Extension Campus", or "Brand Campus" to classify the location.

Institution (Required) - Choose the institution affiliated with this off-campus location.

Off-Campus Location Name (Required) - Enter the official name of the location for identification purposes.

Country (Required) - This field is pre-filled as "United States of America" unless an international location is proposed.

Address (Required) - Provide the full address of the location. If unavailable, check the box indicating that the address is not found.

Proximity to Main Campus (Required) - Select the distance of the off-campus location from the main campus to assess accessibility and logistical needs.

Level of Coursework (Required) – Select Undergraduate or Graduate for the level of coursework to be offered.

Off-Campus Location County (Required) - Select the county where the location is situated for administrative records.

Off-Campus Location Duration (Required) - Indicate whether the location is temporary or permanent.

Proposed Degrees Offered from the Academic Program Inventory (API) – Utilize the function to assign proposed degrees as available within the API. If programs are not showing, select the box.

Off-Campus Location Category (Required) - Specify the category of the location, such as instructional site, research center, or administrative office.

Off-Campus Location Ownership or Occupancy (Required) - Select whether the institution owns, leases, or shares the space.

Access to Off-Campus Location (Required) - Choose the type of institutional access, open (anyone can enroll) or restricted use.

Previously Assigned Location Code (Required) - Indicate if the location has been previously assigned a code and provide it if applicable.

Expected Start Date (Required) - Enter the date when the location is expected to begin offering classes in MM/DD/YYYY format.

Justification (Required) - Provide a detailed explanation of the need for this location, including its purpose, anticipated demand, financial sustainability, and coursework offerings.

Facilities (Required) - Describe the physical infrastructure required, ensuring compliance with SACSCOC and other accrediting agencies. If significant new facilities are needed, explain how the community will contribute to site development and compliance with Tennessee state regulations.

Faculty/Staff Needed (Required) - Specify the number of existing and new faculty/staff required for the location, categorized by full-time, adjunct, and staff positions.

Faculty Needed Explanation (Required) - Detail faculty qualifications, expertise, and specific roles, ensuring alignment with projected student enrollment.

Projected Enrollment (Required) - Provide estimated student headcount for each of the first five years of operation to support planning and resource allocation.

Need (Required) - Justify the necessity of this off-campus location and its alignment with institutional mission and goals. The proposal must include supporting documentation justifying the need for the new off-campus center and the allocation or reallocation of state resources. This documentation should cover: Community or industry support, a description of the target population, how the proposed center contributes to the state's higher education completion agenda.

Demand (Required) - Demonstrate student and industry demand through enrollment projections, workforce needs, and partnerships. Provide projected headcount and other relevant enrollment information.

Courses to be Offered (Required) - Include all course designations and titles to be offered.

Financial Support, Operational Costs, and Revenue Narrative (Required) - This section should provide a comprehensive overview of the financial framework for the new Off-Campus location, covering both external financial contributions and projected operational costs and revenues. Detail any external financial support, such as grants, donations, or partnerships with community organizations/industry, including the terms, conditions, and allocation of these funds. Be sure to note any matching requirements or commitments and explain how this financial support will enhance the center's sustainability and alignment with its academic and operational goals.

Include projected expenses such as leasing agreements, space renovation, equipment, utilities, instructional resources, administrative and faculty salaries, and other necessary items. Additionally, provide information on expected revenue sources, including tuition and fees, state appropriations, and income from sales and services. In conjunction with this information, please complete the "Financial Projection Form Upload" form and upload it below.

Financial Projection Form Upload (Required) - The establishment of this proposed Off-Campus location will be funded through multiple sources, as detailed in the "Financial Support, Operational Costs, and Revenue" section above. Please complete and upload the "Financial Projection Form" to provide additional details regarding the financial aspects of the location.

For Centers, a five-year projection is required. For Sites, a one-year projection is required.

Dual Enrollment (Required) - Indicate whether this location will support dual enrollment programs by selecting "Yes" or "No."

Additional Document Upload - Attach any supplementary materials supporting the request, adhering to file size and format guidelines.

Additional Document Upload Details - Describe the content and purpose of uploaded documents to provide context for reviewers.

Final Submission Instructions:

- "Save as Draft" allows you to revisit and complete the form later.
- "Save & Submit" finalizes the form for approval, with options to modify after submission.
- "Cancel" exits the form without saving any changes.